

Special Council Meeting  
March 26, 2003

The Freeport City Council met for a special meeting at 7:00pm on March 26, 2003.

Members Present: Mayor J.M. Marse, Council members, Earl King, Scott Brannon, Mike Helton, Jean Arrant, and Janice McLean. City Attorney Adkinson and City Clerk Diane Riley

The Pledge of Allegiance was recited and Councilman Helton gave the invocation.

Mayor Marse stated the purpose of the special meeting was to review the employee handbook.

Waren Mann started the discussion with the overtime section of the handbook. In the past the employee was able to contribute sick and vacation leave to complete a forty hour workweek, thus having the opportunity to charge overtime hours. Several different interpretations of the rules on overtime were aired. Attorney Adkinson does not feel the fair labor standards act sets the rate yet will check into it.

Page 5: section 3-hours of work: add "or 40 hours per week" to the second paragraph, first sentence.

The Council will consider an on-call pay schedule for the employees whom rotate this service.

Mr. Mann questioned the sick leave accrued time on page 7. Council changed the sick leave policy of payment for ½ accrued sick time to no payment of this time when an employee terminates his/her employment. There will be no back pay for the time already earned due to the change in policy.

Page 9: rate of earnings section, change "shall earn sick" to "shall accrue sick". Under use of sick leave, add G. Employee may transfer sick leave hours to another whom has used up their sick leave and needs additional time. This transfer will be at the donor's discretion. Under NOTE, include significant other as immediate family.

Page 14: transportation costs section, item C. change twenty to thirty.

Page 15: Section 5-uniforms, add short pants.

There are several clerical errors in the handbook due to scanning the old handbook that need reviewing.

Motion to adjourn by Councilman Helton.

ATTEST:

APPROVED:

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J.M. Marse, Mayor

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Diane Riley, City Clerk

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Janice McLean, President of Council